

Professional and Managerial Branch
Cultural Group
Recreation Series

RECREATION SERVICES COORDINATOR

08/99 (CDH)

Under direction, coordinate and control multi-faceted recreation and social service programs, and provide administrative support for a wide variety of targeted groups at an assigned cluster of recreation sites.

Typical Duties

Plan, develop, implement, direct, deliver and evaluate comprehensive recreation and social service programs, and administer support services. Involves: meeting with targeted groups or their representatives, determining service or program needs, planning for allocation of resources; promoting fund raising and volunteer activities; interfacing with civic groups and associations and their representatives; coordinating use of facilities and resources; oversee operation of approved activities, participating in or leading group tours or activities, evaluating and modifying ongoing programs and activities to meet objectives; setting up and adjusting facility use schedules; arranging for use of support capabilities of City, Federal, State and regional agencies and organizations to enhance facilities use effectiveness; hearing inquiries or complaints from public or participants; resolving disputes within policy guidelines; representing the department before appeals hearings.

Prepare, oversee and audit budgets for assigned facilities. Involves: assessing needs of operation for financial and volunteer resources, prioritizing program activities, reallocating personnel, equipment and financial resources; forecasting future program requirements, developing budgets and sources of support for facilities usage; accounting for or overseeing receipt and deposit of fees or other participant assessments; preparing specific cost estimates for proposed program applications; monitoring expenses, approving billings and expenditures, analyzing and adjusting expenditures to meet cost projections, obtaining additional support to meet projected short falls; preparing capital budget forecasts, justifying proposed capital improvements, preparing maintenance cost estimates to meet facilities health, safety and operating standards; making routine reports and evaluations, executing special reports and studies as assigned.

Supervise a group of assigned professional/managerial, recreation, general services or contract employees and volunteers. Involves: assigning duties, issuing written and oral instructions and checking work for exactness, neatness and conformance to policies and procedures; guiding subordinates to overcome difficulties encountered in performing duties; evaluating performance and reviewing rating by subordinates, coaching and arranging for or conducting training and development activities; enforcing personnel rules and regulations, standards of conduct, work attendance and safe working practices; maintaining supervisor-subordinate harmony and resolving grievances; recommending personnel status, organization structure and job design changes; interviewing applicants.

Perform related incidental duties contributing to realization of unit or team objectives as required. Includes: substituting during temporary absences for supervisor, coworkers or subordinates as qualified and within authorized limits by carrying out specified functions to maintain continuity of ordinary operations, if delegated; providing designated support for projects or activities overseen by higher graded personnel as instructed; explaining and demonstrating work performed to assist supervisor in orienting and training less knowledgeable employees; engaging in assignments pertaining to functions of other positions for training purposes under general supervision; logging activities, and preparing and submitting recurring or requested activity or status reports.

Minimum Qualifications

Training and Experience: Graduation from an accredited college or university with a Bachelor's degree in Recreation Management or a related field; plus four (4) years of professional experience in administration of recreation or social service programs, at least two (2) of which were in a supervisory capacity, or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of various approaches to meeting known community and targeted group recreational needs; facilities and equipment used in a broad range of recreation activities. Good knowledge of: the theory and application of social and recreational programs and their impact on individual and group behavior; administrative procedures and regulations governing operation of recreational and social programs.

Ability to: assess needs of a wide variety of targeted groups and convert those needs into specific activities within

resource constraints, and allocate resources to overcome inhibiting limits; coordinate and administer operations, prepare budgets and control costs to meet budgetary restraints; develop and obtain public volunteer and financial support for needed activities; deal effectively with complaints and suggestions from participants; develop and implement flexible work and operating schedules to meet operational needs; establish effective working relationships with fellow employees, public officials, private association representative, and civic group leaders; realistically evaluate program effectiveness.

Skill in: Safe operation and care of motor vehicle.

Physical Requirements: Occasional: walking over uneven terrain while accompanying participant groups on tours or field trips; driving through city traffic.

Licenses and Certificates: Texas Class "C" Driver's License or an equivalent from another state.

Special Requirements: Subject to call back in unusual or unforeseen situations, and working flexible hours, weekends, holidays, and extended hours as required.

Director of Personnel

Department Head

OFFICIAL